

# Word 2013 Introduction

## Quick Reference Guide

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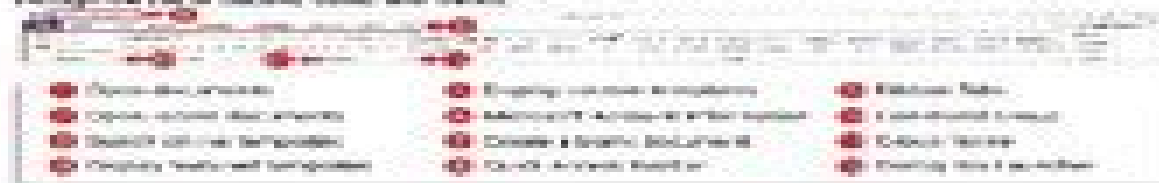
### Interface Topics

#### Understanding the Start Screen & the Ribbon

On the **Start Screen**, you can do anything you can do in any document. The Start Screen appears when starting Word or opening a document. It is also where to open, share the "File" tab in the Ribbon or in the Backstage view, and then select "New" or "Open" from the menu for easier options.



The **Ribbon** is displayed along the top of the application window and contains commands for creating content or editing the content. In addition, the Ribbon is divided into tabs that contain these commands organized into groups of commands organized through the set of features, fonts, and styles.



### Interface Basics

#### Using the Ribbon

1. To **hide** and **show** the contents in the Ribbon, double-click the arrow bar in the Ribbon.
2. To change Ribbon groups shown in the Ribbon, click the arrow bar in the Ribbon.
3. To **hide** or **show** "Command" tabs, click the arrow bar in the Ribbon.
4. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
5. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
6. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.

#### Using the File Tab & Backstage View

1. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
2. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
3. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
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5. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
6. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.

#### Using the Quick Access Toolbar

1. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
2. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
3. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
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10. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.

#### Enabling and Disabling Touch Mode

1. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
2. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
3. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
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5. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
6. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.

#### Using the Start Bar

1. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
2. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
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6. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.

#### Changing Document Views

1. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
2. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
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### File Management

#### Creating New Documents

1. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
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#### Saving Documents

To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.

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#### Saving Documents as a PDF or XPS

1. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
2. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
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#### Opening Documents

1. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
2. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
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10. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.

#### Opening Files Containing Macros

1. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
2. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
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10. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.

#### Recovering Unsaved Documents

1. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
2. To **hide** or **show** the Ribbon, click the Ribbon tab in the Ribbon.
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# Microsoft Word 2013 Introduction Quick Reference Guide

**Bryan Hurst**



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Number Inserting a Text Box Drawing a Text Box Moving Resizing Formatting and Deleting a Text Box Inserting a Page Break Checking Spelling Grammar AutoCorrect Previewing and Printing Documents Printing Envelopes and Labels Also includes Lists of Touch Actions Selection and Movement Shortcuts Editing and Formatting Shortcuts **Microsoft Word**

## **2013 Introductory Quick Reference Guide (Cheat Sheet of Instructions, Shortcuts and Tips - Laminated Card)**

TeachUcomp Inc,2014-07-01 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Word 2013 When you need an answer fast you will find it right at your fingertips with this Microsoft Word 2013 Quick Reference Guide Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts Microsoft Word 2013

Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix,2013-11-25

Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office Word 2013 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Using Styles Character Paragraph Linked Styles Applying Character and Paragraph Styles Creating a Style Displaying the Styles Pane Changing Styles Deleting a Style Selecting All Text with Same Style Adding Styles to the Default Style List Showing Formatting as Styles to Clean Up a Document Importing Styles Using Numbered Lists with Styles Applying Table Styles Jumping to a Specific Element Page Section Comment etc Creating Multilevel Numbered Lists Expand Collapse In Print Layout View Viewing Updating a Table of Contents Creating an Index Generating an Index Updating an Index Creating a Bookmark Going to Selecting Bookmarked Text Using Bookmarks to Refer to Pages Section Breaks Inserting a Section Break Changing Page Numbering Mid Document Changing Headers and Footers Changing Page Setup in a Section Inserting a Footnote Endnote *Word 2013 on Demand* Steve Johnson,Perspection

Inc.,2013-03-17 Need answers quickly Word 2013 on Demand provides those answers in a visual step by step format We will show you exactly what to do through lots of full color illustrations and easy to follow instructions Inside the Book Create documents more efficiently using the improved Ribbon interface Use formatting editing reviewing and publishing tools to create documents in print and online Create great looking documents faster using document themes styles and templates Organize information and add impact with online clip art videos SmartArt diagrams tables and charts Create customized letters labels and envelopes Use Read Mode view to comfortably read documents on screen Use SkyDrive and SharePoint to

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and Shortcuts - Laminated Card) Beezix,2013-02-20 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office PowerPoint 2013 The following topics are covered Adding a New Slide Changing a Slide s Layout Switching Between Standard and Widescreen Format Custom Slide Size and Orientation Entering Text Starting a Line without a Bullet Moving Between Text Areas with the Keyboard Adding Other Text on the Slide Changing Level of Indention Text Formatting Using Presentation Views Normal View Outline View Slide Sorter View Applying Design Themes Changing Background of a Slide Adding a Header or Footer Creating Speaker Notes Using the Slide Master Suppressing Slide Master Objects Adding Clip Art and Online Images Creating a Chart Creating an Org Chart Adding and Deleting Org Chart Boxes Drawing Shapes Resizing a Shape or Picture Rotating Objects Moving a Shape Adding Text to Shapes Selecting Shapes Changing Color Fill Pattern or Line Style of a Shape or Line Using Eyedropper to Match Colors Duplicating Shapes Animating an Object Running a Slide Show Assigning Transition Effects and Timings for a Slide Show Changing Slide Show Settings Printing Also includes a list of Touch Actions Text Selection and Movement and Slide Show Shortcuts *Microsoft Office 2013 Essentials Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix,Beezix Software Services, Inc,2013-02-07 Laminated quick reference card showing step by step instructions and shortcuts for how to use features of Microsoft Office 2013 that are common to Word Excel Drag Drop Changing Text Font and Size Enhancing Text Bold Italic Formatting with the Mini Toolbar Undoing Redoing Actions Repeating an Action Changing AutoCorrect Behavior Adding Pictures Adding SmartArt Working with Windows Switching between Open Windows Arranging Multiple Windows Saving a PDF Sending a Document as an E mail Attachment PDF or Link File Formats Compatibility with Previous Versions Also includes a list of keyboard shortcuts common to Word Excel PowerPoint *The Journeyman's Guide to Cnc Machines* Bryan Hurst,2006-06-01 The Guide provides instruction in ISO code programming for Turning included are examples that will give an understanding of the principles to apply to any machine and control also featured are GE Fanuc and Siemens Controls The Guide lists functions and codes under the reference JG and provides space to include data for specific machines and controls Extensive examples show how to programme the options and features Component drawings have metric and imperial dimensions simply substitute the dimensions with those of the system of your choice The Guide is your starting point use the instructions and suggestions to build your own unique evolvable folder from here creating an invaluable personal handbook *Books in Print* ,1991

Microsoft PowerPoint 2013 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix,2013-07-08 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office PowerPoint 2013 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Adding Placeholders to a Slide Master Adding Master Level Guides Adding a Customized Layout Creating and Changing Personal Templates Organizing Slides with

Sections Inserting an Excel Table WordArt Effects Recoloring a Picture Inserting an Audio Clip Inserting a Video Merging Shapes Ungrouping Clip Art Creating a Button to Jump to Another Slide or File During a Slide Show Hiding Slides Displaying the Animation Pane Reordering Animations Removing or Modifying Animations Previewing Animations Using the Animation Painter Syncing Animation Text Overlays with Audio Video Annotations During a Slide Show Saving Different Slide Orders Setting up a Self Running Show Setting Timings by Viewing the Show Recording Narration Compressing Media Files Packaging Presentations on a CD USB Drive Saving a Presentation as a Video Broadcasting Your Presentation on the Web This guide is one of two titles available for PowerPoint 2013 PowerPoint 2013 Introduction PowerPoint 2013 Advanced

*Forthcoming Books* Rose Arny,2001-06      **National Library of Medicine Current Catalog** National Library of Medicine (U.S.),1989      **Computer Books and Serials in Print** ,1985      **El-Hi Textbooks and Serials in Print** ,2006

**Microsoft Office Access Comprehensive** Jon Juarez,John Carter,Kathleen Stewart,2005      **Walford's Guide to Reference Material: Science and technology** Albert John Walford,Library Association,1999 A revised and updated guide to reference material It contains selective and evaluative entries to guide the enquirer to the best source of reference in each subject area be it journal article CD ROM on line database bibliography encyclopaedia monograph or directory It features full critical annotations and reviewers comments and comprehensive author title and subject indexes The contents include mathematics astronomy and surveying physics chemistry earth sciences palaeontology anthropology biology natural history botany zoology patents and interventions medicine engineering transport vehicles agriculture and livestock household management communication chemical industry manufactures industries trades and crafts and the building industry

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web oct 19 2023 noun process by which organisms that are better adapted to their environments produce more offspring to transmit their genetic characteristics evolutionary adaptation or simply adaptation is the adjustment of organisms to their environment in order to improve their chances at survival in that environment

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web charles darwin first used adaptation in 1859 to describe how an organism adapts and changes to become better suited to living in its habitat since then the noun adaptation is often used to describe a change in behavior in response to new or modified surroundings from learning to outrun a predator to wearing earplugs to block out your noisy

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web adaptation is the evolutionary process where an organism becomes better suited to its habitat this process takes place over many generations it is one of the basic phenomena of biology when people speak about adaptation they often mean a feature a trait which helps an animal or plant survive

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web an adaptation is a feature that arose and was favored by natural selection for its current function adaptations help an organism survive and or reproduce in its current environment adaptations can take many forms a behavior that allows better evasion of predators a protein that functions better at body temperature or an anatomical feature

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web jul 18 2019 the maximum earth fault loop impedance values  $z_s$  in bs 7671 or the equivalent tables in the iet on site guide osg and iet guidance note 3 inspection

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